



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

|   |                        |
|---|------------------------|
| <b>Department:</b> Production               | <b>SOP No.:</b>        |
| <b>Title:</b> Polishing of Punches and Dies | <b>Effective Date:</b> |
| <b>Supersedes:</b> Nil                      | <b>Review Date:</b>    |
| <b>Issue Date:</b>                          | <b>Page No.:</b>       |

### 1.0 OBJECTIVE:

To lay down a procedure for Polishing of Punches and Dies.

### 2.0 SCOPE:

This procedure is applicable to polishing of Punches and Dies used in production department.

### 3.0 RESPONSIBILITY:

Technical Associate : Operation  
Officer/ Executive Production : Supervision  
Head Production : SOP Compliance  
IPQA : SOP Compliance

### 4.0 DEFINITION(S):

NA

### 5.0 PROCEDURE:

- 5.1 Select the required size brush as per the requirement.
- 5.2 Use emery paper/bar to polish the tip of the punches for any inside burr.
- 5.3 Use cup shaped nylon brush and micro emery powder in case of concave punches with embossing.
- 5.4 Use wheel shaped nylon brush and micro emery powder in case of flat punches with embossing.
- 5.5 Use dome shaped felt bob and micro emery powder in case of concave and plain punches.
- 5.6 Use conical shaped felt bob and micro emery powder in case of plain flat faced beveled edged punches and dies.
- 5.7 Fix the required brush on the fixtures of electrical grinder properly with the help of the key provided and tighten it properly.
- 5.8 Apply diamond paste / emery powder to the part to be polished as required.
- 5.9 Connect the electrical grinder to the mains and switch it ON.
- 5.10 Start the electrical grinder.
- 5.11 Bring the revolving polishing brush near to the part to be polished. Touch it with the sides and polish it as required.
- 5.12 Fix the required brush on the fixtures of electrical grinder properly with the help of the key provided and tighten it properly.
- 5.13 Clean the punches and dies using 70 % v/v IPA after completion of polishing of punches.



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- 5.14 **Frequency: 1.** Polishing of the punches and dies to be done after the compression of 20 million tablets per set or every six months ( $\pm 15$  days) whichever is earlier.  
In case the 20 million tablets criteria of any set is completing during the compression process, then the Polishing of the punches and dies to be done after the completion of compression process.
2. Polishing of the punches and dies to be done when new punch set received.
- 5.15 Record the polishing details in Annexure- I.
- 5.16 All the sub sets of a particular set should be polished at a time.
- Note:** Polishing of punches and Dies to be done in the Punch polishing room.

### 6.0 ABBREVIATION(S):

IPA : Iso Propyl Alcohol  
v/v : Volume/Volume  
SOP : Stander Operating Procedure

### 7.0 REFERENCE(S):

NA

### 8.0 ANNEXURE(S):

ANNEXURE – I : Punch and Die Polishing Record

### 9.0 DISTRIBUTION:

- 9.1 **Master copy** : Quality Assurance
- 9.2 **Controlled copy( S )** : Production department, Quality Assurance
- 9.3 **Reference copy (s)** : Production department



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### ANNEXURE I

#### PUNCH AND DIE POLISHING RECORD

| DEPARTMENT  |             | PUNCH SET IDENTIFICATION No. |  |
|-------------|-------------|------------------------------|--|
| DESCRIPTION | Upper Punch |                              |  |
|             | Lower Punch |                              |  |
|             | Die         |                              |  |

**Frequency:** 1. Polishing of the punches and dies to be done after the compression of 20 million tablets per set or every six months ( $\pm 15$  days) whichever is earlier. In case the 20 million tablets criteria of any set is completing during the compression process, then the Polishing of the punches and dies to be done after the completion of compression process.

2. Polishing of the punches and dies to be done when new punch set received.

| S.No. | Date | No. of Tablets compressed | No. of sets polished |             |     | Done by | Checked by | Remarks |
|-------|------|---------------------------|----------------------|-------------|-----|---------|------------|---------|
|       |      |                           | Upper Punch          | Lower Punch | Die |         |            |         |
|       |      |                           |                      |             |     |         |            |         |
|       |      |                           |                      |             |     |         |            |         |
|       |      |                           |                      |             |     |         |            |         |
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|       |      |                           |                      |             |     |         |            |         |

Done by: \_\_\_\_\_

Checked by : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_